

Dean's Conference Room



- The room must be straightened after each use. Clean tables and floor.
- If you have rearranged any of the chairs/tables please put them back to original setup.
As seen here



*Four small tables with orange markers are not used in original configuration.

- If you are serving refreshments and using one of the credenzas, you will need to put the protector on the credenza (stored inside credenza) or cover with your tablecloth. *As seen here*



- Side A & B: The vacuum is located in the closet.
- Cleaning supplies are in the credenza.
- If there is a spill, it is your responsibility to contact Infrastructure Planning & Facilities (IPF) and make arrangements for a professional cleaner to clean the carpet.
- Damages will be charged to the department that reserved the room when the damage occurred. If no one takes responsibility for the damage, the costs of repair will be split equally among the departments.
- A staff/faculty member may pick up a remote for the projector from the Dean's Office (3410EB) and return after the meeting/event. If past business hours (8-5pm), please make arrangements to return the following day.
- The Dean's Office is not responsible for contacting DECS if you need assistance with projectors or laptops. It is the responsibility of the staff/faculty who reserved the room. You can contact them at 353-8891.
- Please remember to make sure all lights are off and doors are shut before you leave.

THANK YOU
Engineering Dean's Office